



## Student Transfer Policy

### 1. Introduction

Transferring is the process whereby a current student, either at Norland or at another institution, moves from one degree programme to another. This includes students: transferring to Norland from another institution; transferring from Norland to another institution.

#### 1.1 Purpose

As stated below.

#### 1.2 Scope

This policy applies to students external to Norland, to current Norland students and to Norland staff involved in the transfer process. In-year transfers to Norland will not normally be permitted if more than 2 weeks of the academic year have been completed.

## 2. POLICY

### Process for students transferring to Norland from another institution

The eligibility of a student from another institution to transfer to Norland is determined by the programmes' entry criteria and the timing of the request. Students from another institution wishing to transfer to Norland should contact Admissions at [admissions@norland.ac.uk](mailto:admissions@norland.ac.uk) who will, following a preliminary check, advise the student if they should apply. Applications should be made through UCAS.

Once the UCAS application is received, it will be referred to the Vice Principal for consideration. If the entry requirements are met, the applicant will be invited for interview.

A student transferring to Norland from another institution may be eligible for accreditation of prior learning and/or transfer of credits awarded by another institution. Please refer to the [Accreditation of Prior Learning policy](#). It should be noted, however, that any elements of either the degree or Norland Diploma which cannot be accredited will need to be completed in order to achieve the final award.

Following approval of an applicant's request to transfer to Norland, the Admissions team will provide confirmation to the applicant. Students transferring into Norland whose admission is based on prior attainment will be required to provide the original certificate and transcript.

In the event that the transfer into Norland is denied, the applicant will be informed by Admissions and should they wish to appeal the decision, they are advised to consult Norland's Application Appeals and Complaints policy which is available on the Norland website.



### **Norland students transferring out of Norland to another institution**

To begin the process of transferring out of Norland, a registered Norland student must inform the Head of Learning, Teaching and Research in writing.

Once the withdrawal has been confirmed, confirmation of the student's achievement at Norland will be provided as follows:

**1. Students with an Interim Award**

Where a student wishes to transfer from Norland to another institution following completion of a level of study which provides for an award – for example, a Certificate of Higher Education is achieved through successful completion of the first year at Norland (FHEQ level 4, 120 credits) – a certificate and transcript will be provided. This certificate is made available following confirmation of the award by a Board of Examiners. Boards of Examiners meetings are held twice a year.

**2. Students without an Interim Award but with Completed Modules**

Where a student wishes to transfer from Norland to another institution following completion of one or more modules (which has not resulted in an interim award), they should request a "No Award Transcript". This transcript will be provided in an electronic or hard copy. The transcript will provide details of all assessment and modules undertaken by the student, and will include the level of study, the number of credits and the grades achieved.

|   |
|---|
| <b>3. ROLES AND RESPONSIBILITIES</b>  |
| As above.   |
| <b>4. RELATED POLICIES, PROCEDURES AND GUIDANCE</b>   |
| This policy has been written with due regard to condition F2 of Norland's registration with the Office for Students.<br><br>Accreditation of Prior Learning Policy<br>Application Appeals and Complaints Policy |
| <b>5. ANNEXES</b>   |
| None.   |



| <b>Document Control Information</b> |   |
|-------------------------------------|---|
| <b>Policy Title:</b>                | Student Transfer Policy   |
| <b>Version number</b>               | V4.0/ME/16-06-2023  |
| <b>Owner:</b>                       | Mandy Edmond  |
| <b>Approving Body:</b>              | Academic Board  |
| <b>Related Norland Documents:</b>   | Accreditation of Prior Learning Policy<br>Application Appeals and Complaints Policy |
| <b>Date of approval:</b>            | 16 <sup>th</sup> June 2023  |
| <b>Date of effect:</b>              | As above  |
| <b>Frequency of review</b>          | Annually  |
| <b>Date of next review:</b>         | June 2024   |